



# DEPARTMENT OF WATER RESOURCES EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

## EXECUTIVE ASSISTANT DEPARTMENTAL PROMOTIONAL

FINAL FILING DATE	July 8, 2013  Application forms (STD 678) must be postmarked, or submitted in person, no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason. <b>FAXED APPLICATIONS WILL NOT BE ACCEPTED.</b>		
WHO SHOULD APPLY	<b>NOTE:</b> Applicants who were accepted into the previous administration of the Executive Assistant examination with a January 18, 2013 final filing date will be contacted and need not reapply.  Applicants must have a permanent civil service appointment with the Department of Water Resources as of the final filing date, <b>July 8, 2013.</b>  <b>Or</b>  Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.		
HOW TO APPLY	Examination Applications (Form STD 678 Rev. 6/2010) may be mailed or submitted in person.  <table><tr><td><b><u>MAILING ADDRESS:</u></b>  Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</td><td><b><u>SUBMIT IN PERSON:</u></b>  Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</td></tr></table> <b>DO NOT SEND APPLICATIONS TO THE DEPARTMENT OF HUMAN RESOURCES OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES.</b> Applications are available at Department of Water Resources' (DWR) offices, the DWR website: <a href="http://www.water.ca.gov/jobs/currentexams.cfm">www.water.ca.gov/jobs/currentexams.cfm</a> , local office of the Employment Development Department, the Department of Human Resources (Cal HR), and their website: <a href="http://www.jobs.ca.gov">www.jobs.ca.gov</a>	<b><u>MAILING ADDRESS:</u></b>  Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001	<b><u>SUBMIT IN PERSON:</u></b>  Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814
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IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.		
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.		
SALARY RANGE	<b>\$3288 - \$3996</b>		
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.		
EXAMINATION DATES	The entire examination will consist of a Qualifications Appraisal Interview. It is anticipated interviews will be held <b>August/ September 2013.</b>		
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<b>NOTE:</b> All applicants must meet the minimum qualifications for this examination by the final filing date, <b>July 8, 2013.</b> Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as " <b>Either</b> " I, " <b>or</b> " II, " <b>or</b> " III, etc. For example, applicants possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.  <b>Either I</b> One year of experience in the California state service performing secretarial duties at a level of responsibility not less than those of an Executive Secretary I or two years of secretarial experience in the California state service at a level of responsibility not less than Secretary or Office Technician.  <b>Or II</b> One year of experience performing technical duties in the California state service in a class comparable in level of responsibility to Management Services Technician.  <b>Or III</b> Four years of experience as a Secretary or Administrative Assistant outside of California state service of which at least one year must have been at the level of responsibility of Executive Secretary I or Management Services Technician or at least two years must have been at the level of responsibility of Secretary or Office Technician. (Up to two years of intensified secretarial training in an approved curriculum or college level course work in business, personnel or public administration may be substituted for the general outside experience on a year-for-year basis)		

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

POSITION DESCRIPTION	<p>An Executive Assistant, under direction of a high level administrator, provides staff assistance on sensitive departmental or program issues; provides administrative assistance and secretarial support; provides office management, supervisory and other staff and office services, and performs other related work.</p> <p><i>Positions exist in Sacramento with the Department of Water Resources.</i></p>
EXAMINATION INFORMATION	<p>This examination will consist of a <b>Qualifications Appraisal Interview – Weighted 100%</b>. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.</p>
SCOPE OF EXAMINATION	<p><b>Qualifications Appraisal Interview – Weighted 100.00%</b></p> <p>In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. The principles and methods of public and business administration.</li><li>2. Office management principles, methods, and procedures.</li><li>3. Personnel and fiscal management practices.</li><li>4. The organization's relationship with other governmental entities.</li><li>5. The administrator's responsibilities with regard to the organization's programs.</li><li>6. The functions, programs and operations in the administrator's area of responsibility.</li><li>7. The principles and practices of supervision.</li><li>8. The Department's Equal Employment Opportunity Program objectives.</li><li>9. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>1. Think clearly and analyze problems of organization and management and take effective action.</li><li>2. Handle sensitive and confidential assignments with tact and diplomacy.</li><li>3. Work under pressure and time constraints.</li><li>4. Handle changing priorities.</li><li>5. Establish and maintain cooperative working relationships.</li><li>6. Communicate effectively.</li><li>7. Type at a speed of 45 words per minute.</li><li>8. Supervise the work of others.</li><li>9. Effectively contribute to the Department's Equal Employment Opportunity objectives.</li></ol>
VETERANS PREFERENCE	<p><b>Veterans Preference Credit</b> will not be granted in this examination, as it does not qualify as an entrance examination under the law.</p>

GENERAL INFORMATION

**The Department of Water Resources** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**For any examination** without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838 three weeks after the final filing date if he/she has not received a progress notice.

**Applications** are available at Department of Water Resources' (DWR) offices, the DWR website: [www.water.ca.gov/jobs/currentexams.cfm](http://www.water.ca.gov/jobs/currentexams.cfm), local office of the Employment Development Department, the Department of Human Resources (CAL HR), and their website: [www.jobs.ca.gov](http://www.jobs.ca.gov)

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**If a candidate's notice** of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**TDD** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. **California Relay Telephone Service** for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

**For information** regarding this examination, please contact Patrice Yang at (916) 653-6330.

D/P (Rev. 6/13) (PNY)